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**I. Policy Statement**

**A. Policy**

It is the policy of the State of Colorado that the Office of Innovation and Technology (OIT) coordinate and aggregate the use and acquisition of the State's communications and information resource technologies as defined by C.R.S. § 24-37.5-102 (2).

Aggregation results from identifying the information resource technologies currently used by state agencies, determining the best way to maximize their use and leveraging the state's investment in such, and appropriately coordinating the use of these technologies between and among the agencies.

**B. Statutory Authority**

C.R.S. § 24-37.5-106(1)(h); C.R.S. § 24-37.5-202(1)(e); C.R.S. § 24-37.5-204

**C. Coordinating Agency Authority**

C.R.S. § 24-37.5-106(1)(h); C.R.S. § 24-37.5-204

**II. Purpose**

The purpose of this policy is to optimize the State's communication and information resource technologies and its buying power by creating a more coordinated and cost effective means of acquiring and using these resources.

The objectives of aggregation are to:

- Increase information sharing among agencies, reduce redundancies, and eliminate workflow duplication;
- Decrease the State's overall expenditures;
- Leverage the State's current investments by maximizing utilization of current resources;
- Coordinate planning for future acquisitions, and
- Direct the overall use of the State's technology investments to best benefit its citizens.

**III. Scope**

This policy applies to all state agencies as defined by C.R.S. § 24-37.5-102 (5). State agencies shall incorporate the Aggregation of Communications and Information Resources Technologies Policy into their strategic planning and budget review process.

**VI. Exemptions**

Agencies are discouraged from filing a request for exemption from this policy. OIT and OSPB may jointly approve exemptions on a case-by-case basis if the request is supported by extraordinary circumstances. All requests for exemption will be handled as set forth under the procedures of the General Exemption policy.

**V. Related Policies, Standards, Guidelines**

**A. Related Policies**

All aggregation efforts will be conducted in concert with the goals and objectives of the following OIT policies:

1. Interoperability – facilitate interoperability when establishing the scope, depth, and timing of any aggregation effort.
2. Infrastructure – affects the capability, capacity, and operating configurations that impact scope, depth, and timing of the infrastructure.
3. Life Cycle Management – consider life cycle management in defining and establishing the scope and timing of aggregation efforts.
4. Privacy – consider need to assure that privacy is respected when implementing all aggregation efforts.
5. Security – promote and enhance security of the State's information technology and communication systems when implementing aggregation efforts.

**B. Related Standards**

Standards shall direct the Agencies to implement aggregation efforts by establishing common components and procurement decision criteria across the State. Compliance with the following standards have significant impact on the State meeting its aggregation goals and are prioritized for immediate approval by this policy.

1. Database Management Systems Standard
2. Desktop Standard
3. Enterprise Services Standard (e.g., Email, Directory Services, and Security)
4. Imaging Standard

**C. Related Guidelines**

**VI. Impact**

In making a procurement request, the Agency must determine if the procurement relates to an identified point of aggregation. If it does, the Agency must show that it has worked with the other affected Agency or Agencies in developing the most cost effective and efficient request. Failure to provide this documentation will result in OIT denying the Agency's procurement request.

In accordance with the Aggregation Policy, OIT shall:

- Assess and inventory the State's current communication and information resource technologies;

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- Identify and analyze each agency's known and projected short-term IT business needs; and
  - Develop a statewide migration plan that fully utilizes the State's current investments and strategically coordinates future acquisitions to adequately address the State's business needs. At a minimum, this plan shall:
    - Identify, develop, and implement common/shared services.
    - Eliminate or reduce the number of wide area networks (WANs) and local area networks (LANS).
    - Establish minimum standards and develop a strategic plan that requires coordinated acquisitions.
    - Coordinate with the approved Statewide IT Strategic Plan.

**VII. Maintenance**

OIT will review this policy annually.

**VIII. Effective Date**

This policy shall be effective upon approval by the Chief Technology Officer of the State of Colorado.

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